

ENVIRONMENTAL HEALTH REGISTRATION COMMITTEE MINUTES
Registration Process Subcommittee
June 18, 2013
10:15PM – 11:30 PM

Subcommittee Members Present

Mr. Dean D. Peterson, PE, REHS, Director of Environmental Health
Ms. Terri Williams, REHS, Assistant Director of Environmental Health
Ms. Catherine Caldwell, MS, Public Member Appointed by Senate Rules Committee
Ms. Sarah Crossman, REHS, Public Sector REHS

Environmental Health Specialist Registration Program Staff Present

Ms. Veronica L. Malloy, REHS, EHS Registration Program Administrator

1. Disclosure of criminal convictions

At the April 1, 2013 EHSRC meeting, Ms. Malloy provided the committee members with 5 examples of responses from registrants and new applicants describing various criminal convictions. The subcommittee was tasked with developing a process to review these and decide what to do with each of them. Ms. Malloy pointed out that the subcommittee does have the “do nothing” option because the regulation uses the following language “the department . . . **may** suspend, deny, refuse to renew or revoke”. The 2013 Biennial renewal application will include the conviction question, but the 2014 renewals will only inquire about convictions within the last 2 years to avoid revisiting any individual situation again.

Action Item: Ms. Malloy will send copies of applications and renewals received by June 30, 2013 in a confidential folder to each subcommittee member. Each member will review the convictions and discuss their findings at the next subcommittee meeting. Recommendations to the full committee will be prepared and submitted on August 5, 2013.

2. Discuss distribution for Code of Ethics/Code of Conduct

At the April 1, 2013 EHSRC meeting, the members all agreed that the language on the Code of Ethics presented by Ms. Crossman was acceptable, but tasked the subcommittee to develop a method of distribution. Ms. Malloy mentioned receiving comments about the font size and style. Ms. Williams shared this document at the 2013 CEHA AES and said it got great reviews. She would like 2 signature lines to be added to the design. Mr. Peterson recommended new language in the “award” block. Ms. Malloy suggested she can send the Code of Ethics in the same envelope as the new Certificates once the exam candidates pay their initial registration fee, this version should not contain the signature and date line. Ms. Williams suggested to use the training coordinators as the distribution point for county staff, this version should contain 2 signature blocks – one for the REHS and the other for the Director. Mr. Peterson suggested to bring a version for each of the EHSRC members to the April 5, 2013 meeting.

Action Item: Ms. Crossman will make the necessary changes to the Code of Ethics and distribute to the subcommittee members for review. Ms. Malloy will print a certificate for each EHSRC member and distribute at the meeting in August.

3. Develop Protocol Guide/Disciplinary Hearing Process to use during informal hearings

At the April 1, 2013 meeting Ms. Williams and Mr. Machado raised some points regarding the procedure and format at the last formal hearing conducted by the EHSRC committee during the 2009 hearings. She suggested a conduct/protocol guide or script for members to follow during the hearing process to create the proper tone for this very official EHSRC responsibility. Ms. Malloy distributed the Disciplinary Hearing Process and thought this might be a good place to start. This document is a combination of 2 documents developed by the legal office for REHS program use. Mr. Peterson mentioned that he has seen hearing packages with lots of detail including a map of the room. Ms. Williams suggested a paragraph describing the confidential nature of these hearing as part of the document. ***The discussion of this Guideline will be an ongoing discussion at the next subcommittee meeting.***

The next Registration Process meeting is scheduled for July 24, 2013 at 10:30 am.